

11 March 1974

MEMORANDUM FOR THE RECORD

SUBJECT: AD/Security Queries Regarding OS Resource Package

1. Question

Community related projects? Packages 1, 2b, 4d, 6j.

Answer

The attached memorandum, "Security Support to the Intelligence Community", dated 5 February 1974, covers these points. The costing of the Outside Agency Name Check Staff/SRD perhaps should be withdrawn as a Community related project. The totals

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2. Question

Why eight people in personnel work?

Answer

This matter was reviewed at the time of the Office reorganization. A complement of eight has comprised the Personnel Branch for countless years.

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new competitive evaluation system for professional employees, the Personnel Branch support requirements to the Office fully occupies its staff of eight people.

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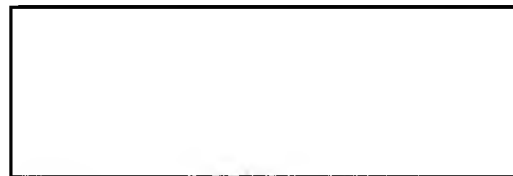
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3. Question

Also check #8.

Answer

When the Office of Security undertook to identify its discrete functions last fall, the first attempt came up with over 80 items. Since the DD/M&S was thinking more in terms of 350 functions for the whole Directorate, the Office of Security went back to the drawing board to compress these 80 plus items down to the 58 it submitted. A catchall item for Management and Supervision was established to include those Branch, Division and above careerists who had not been tagged to a specific function. Preliminary work on resource packages for the FY 1975 Operating Plan/FY 1976 Program Plan has been able to better define the distribution of positions. Eight resource packages are cohesive entities under their Division, Center or Group chiefs. They are: Security Support to the Intelligence Community (C/SSC); Computer Security Guidance (C/ISSG); Headquarters Security Support (C/SSD); Technical Security ACM (C/TSD); Recordkeeping (C/SRD); Management/Administration (C/PP&AD); Physical Security - Access/Facilities (C/Physical SD); and Personnel Security - Applicant/Employee (C/CD). A ninth, Field Office Activities, falls under the DD/PSI. Eighteen positions remain for a tenth resource package - Executive Direction under the AD/Security. These 18 positions are: AD/Security, DD/Security, Secretary, two Security Officers (GS-11 and 14), DD/P&M and Secretary, DD/PSI and Secretary, Chief, Operations/PSI and two Secretaries, a Security Research Officer and a Security Officer (GS-14), the DD/PTOS and Secretary, and the Chief, Operations/PTOS and Secretary.



Plans, Programs Branch

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cc: DD/P&M

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SUBJECT: AD/Security Queries Regarding OS Resource Package

Distribution:

Orig - PPB File

1 - DD/P&M

1 - Chrono

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OFFICE OF SECURITY

Resource Package (Summary)
FY 1974

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No.	Resource Package	Staff Position Allocated
1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	Security Support to the Intelligence Community Computer Security Guidance Security Support to the Agency Technical Security Countermeasures Field Office Activity Record-keeping Management/Administration Management and Supervision Physical Security (Access/Facilities) Personnel Security (Applicant/Employee).	<div data-bbox="1409 552 1526 1207" style="border: 1px solid black; height: 312px;"></div>
	Total*	<div data-bbox="1421 1822 1502 1864" style="border: 1px solid black; display: inline-block; width: 50px; height: 20px;"></div> 25X9

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*Should equate to current Office staff ceiling - FY 1974.

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Resource Package # 1 Title Security Support to the Intelligence Community
No. of Staff Positions Allocated

Functions Included

- a) Policy guidance is provided concerning compartmented intelligence security activities. (30)
- b) Staff security assistance is provided to a covert national office. (31).
- c) Security support and policy guidance is provided to certain activities of the Intelligence Community. (32)
- d) As a service of common concern to the Intelligence Community, intentional, unauthorized disclosures of compartmented intelligence information in public information media channels are monitored and collated. (33)

Outputs/Customer serviced

All Agency components, participating U. S. Government departments and agencies (USIB, non-USIB, and White House) and cooperating foreign governments.

Effect of at least 10% reduction in staff personnel

One staff position is identified for elimination representing reduction in the overall Office of Security allocation of staff positions. The elimination of this

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Resource Package #1 Title Security Support to the Intelligence Community

Effect of at least 10% reduction in staff personnel (cont'd)

position from function b) would not impair the personnel and physical security mission of the Office of Security. This function could be reassigned to the Science and Technology Directorate, or it might be negotiable for transfer to the Department of Defense.

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Resource Package # 2 Title Computer Security Guidance
No. of Staff Positions Allocated

Functions Included

- a) Management is provided for the Agency's information handling security program. (34)
- b) Security guidance and support is provided for Agency computer operations. (35)

Outputs/Customer serviced

All Agency components and USIB departments and agencies of the U. S. Government.

Effect of at least 10% reduction in staff personnel

Since this resource package is currently performing at the minimum practicable level of activity, an incremental reduction in staff personnel is not possible. The choice is retention at

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Resource Package #2 Title Computer Security Guidance

Effect of at least 10% reduction in staff personnel (cont'd)

its present staffing level or elimination of the resource package. If eliminated, function a) could be transferred to the Intelligence Community Staff, and b) could be decentralized with responsibility assigned to the several computer components of the Agency as the OJCS, NPIC, and the ISG/DDO. The Office of Security identifies [redacted] positions for elimination representing a [redacted] reduction in its overall allocation of staff positions.

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Resource Package # 3 Title Security Support to the Agency

Effect of at least 10% reduction in staff personnel (cont'd)

from function f) will necessitate transferring this function to the Office of the General Counsel or to the Deputy Director for Operations. The elimination of one position from function g) would transfer the servicing function to using Agency components.

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Resource Package # 4 Title Technical Security Countermeasures
No. of Staff Positions Allocated 25X9

Functions Included

No. of Pos.

- a) Managing an audio countermeasures (ACM) inspection program. (53)
- b) Managing an on-site audio countermeasures (ACM) detection and protection program. (54)
- c) Managing a physical security equipment program. (55)
- d) Operating an Inter-Agency Training Center. (56)

Outputs/Customer serviced

All Agency components and USIB departments and agencies of the U. S. Government for function d).

Effect of at least 10% reduction in staff personnel

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 staff positions are identified for elimination representing a reduction in the overall Office of Security allocation of staff positions. The elimination of one position from function a) will require an adjustment in priorities in the technical inspection program. The elimination of the two

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Resource Package #4 Title Technical Security Countermeasures

Effect of at least 10% reduction in staff personnel (cont'd)

positions for function d) will necessitate having the United States Intelligence Board assign the Executive Agent responsibilities to another member of the intelligence community.

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Resource Package # 6 Title Record Keeping
No. of Staff Positions Allocated

Functions Included

No. Pos.

- | | | |
|--|------|--|
| <ul style="list-style-type: none"> a) Case processing and control. (20) b) Master Index activity. (21) c) Systems Support activity. (22) d) Security file control. (23) e) Case analysis and information support. (24) f) Security file storage control. (25) g) Registry and courier service. (26) h) Records administration. (27) i) Release of investigative data to other agencies. (28) j) Centralized compartmented clearance record keeping. (29) | 25X9 | |
|--|------|--|

Outputs/Customer serviced

All components of the Office of Security, the Agency, and some 44 departments and agencies of the U. S. Government.

Effect of at least 10% reduction in staff personnel

25X9 positions are identified for elimination repre-
 25X9 senting a reduction in the overall Office of Security
 25X9 allocation of staff positions. positions would be eliminated 25X1

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Resource Package # 6 Title Record Keeping

Effect of at least 10% reduction in staff personnel (cont'd)

from function f) eliminating the microfiche program and concentrating the remaining resources of the function on security file purging and retirement activities. One position would be eliminated from function g) eliminating a mail manifesting service of common concern for all components of the Office of Security. ☐ positions would be eliminated from function j) discontinuing the maintenance of a central record depository of active compartmented clearances for the Intelligence Community but retaining such a central record system on Agency employees only for the internal use of the Agency.

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Resource Package # 7 Title Management/Administration
No. of Staff Positions Allocated 25X9

Functions Included No. Pos.

- a) Provide policy and planning coordinationg for the Office of Security. (36)
- b) Provide budgetary and financial administration for the Office of Security. (37)
- c) Provide logistical administration for the Office of Security. (38)
- d) Provide personnel administration for the Office of Security. (39)
- e) Manage the training program and activities of the Office of Security. (40)

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Outputs/Customer serviced

All components of the Office of Security, the Office of Finance, the Office of Logistics, the Office of Personnel, the Office of Training, and the staff of the Management and Services Staff.

Effect of at least 10% reduction in staff personnel

This resource package was reorganized in July 1973 to perform at the minimum practicable level of effectiveness. A further incremental reduction in staff personnel is not possible.

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Resource Package # 8 Title Management and Supervision (58)
No. of Staff Positions Allocated 25X9

Functions Included

No. Pos.

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- a) Office of the Director of Security
- b) Office of the Deputy Director of Security for Policy and Management
- c) Office of the Chief, Plans, Programs and Administration Division
- d) Office of the Chief, Security Records Division
- e) Office of the Deputy Director of Security for Personnel Security and Investigations
- f) Office of the Deputy Director of Security for Physical, Technical and Overseas Security

Outputs/Customer serviced

All Agency components and departments and agencies of the U. S. Government.

Effect of at least 10% reduction in staff personnel

This resource package was reorganized in July 1973 to perform at the minimum practicable level of effectiveness. A further incremental reduction in staff personnel is not possible.

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Resource Package # 9 Title Physical Security (Access/Facilities)

Effect of at least 10% reduction in staff personnel (cont'd)

eliminated from function b). Agency responsibilities to fulfill certain statutory requirements with respect to employees occupational safety and health would have to be reassigned to another Agency component. The loss of this function would not impair the personnel and physical security mission of the Office of Security.

25X9 ☐ ☐ staff positions would be eliminated from function g) necessitating the closing of receptionist posts serving the Chamber of Commerce Building, ☐ and the South/Central/East Building complex, the Key Building, two posts serving the Ames Building, and the receptionist post serving the Interrogation Research Branch/SSD/PSI of the Office of Security in the Headquarters Building.

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OFFICE OF SECURITY

Resource Package # 10 Title Personnel Security (Applicant/Employee)
No. of Staff Positions Allocated

Functions Included

No. Pos.

- a) Processing staff personnel clearances. (1)
- b) Processing covert clearances and/or approval actions. (2)
- c) Processing staff-like clearances. (3)
- d) Processing industrial security approvals. (4)
- e) Exploiting counterintelligence information. (48)
- f) Processing employee reinvestigations. (12)
- g) Providing liaison in personnel security matters to U. S. Government agencies and the Applicant Review Panel and the Overseas Candidate Review Panel of the Agency. (13)
- h) Processing requests for security certifications and other security actions. (14)
- i)

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Outputs/Customer serviced

All Agency components and departments and agencies of the U. S. Government.

Effect of at least 10% reduction in staff personnel

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